

South Florida Federal Executive Board United States Government

Constitution and By-laws

Article I Name

The organization shall be known as the South Florida Federal Executive Board, hereinafter referred to as the Executive Board or the Board.

Article II Authority and Purpose

Section 1.01. Authority

Federal Executive Boards are established by direction of the President, and are organized and function under the authority of the Director, U.S. Office of Personnel Management. Establishing documents are: Memorandum from the President of the United States to Heads of Departments and Agencies, dated November 10, 1961 and July 6, 1966; Memorandum to the Director, Bureau of the Budget, dated August 13, 1969; and 5 CFR Part 960, Office of Personnel Management regulations dated August 29, 1984. The South Florida Federal Executive Board was established in the August 1969 Presidential directive.

Section 2.01. Purpose

Consistent with the range of authority and discretion which Executive Board members hold by delegation from superiors in their respective agencies, it shall be the purpose of the Board to strengthen the management and administration of Federal activities, improve intergovernmental coordination at the local level, and promote a positive image of the Federal government throughout South Florida.

Section 2.02. Authorized Activities

From time to time and under the guidance of the Director, Office of Personnel Management, the Executive Board shall direct its cooperative efforts to specific programs concerning Presidential initiatives of general application. Activities of Federal employees within the scope of this Constitution and By-laws are considered to be official business of the United States Government.

Article III Membership

Section 1.01. Members

Membership of the Executive Board shall consist of the heads of field establishments located in South Florida as designated by the head of his department or agency. The Federal community of South Florida is defined as the civilian, military, and postal departments and independent agencies located from West Palm Beach to Key West.

Section 1.02. Alternates

Executive Board members will each designate an alternate who will participate in Executive Board meetings when the principal member is unable to attend. The alternate may appear on behalf of the principal member provided that he/she has full authority to commit agency resources.

Section 1.03. Voting Members

Voting privileges at meetings of the Board shall be restricted to the members (including ex-officio members), or in their absence, the designated alternate.

Section 1.04. Quorum

One-half of the Policy Committee members or designated alternates present at a meeting shall constitute a quorum for the transaction of business.

Section 1.05. Non-Member Participation in Board Activities

At the request of the Chairperson, Board members will designate officials and employees on their staff to participate in activities undertaken by the Board or work on committees, councils, or task forces under the direction of the Board. Such assignments will not constitute membership on the Board; however, such assignments may constitute membership on the committees, councils, or task forces.

Article IV Officers and Policy Committee

Section 1.01. Officers

The officers shall be elected annually and are members of the Policy Committee. The Executive Board officer positions shall consist of the following:

- (a) Chairperson
- (b) Vice Chairperson
- (c) Treasurer

Section 2.01. Policy Committee

The Policy Committee formulates FEB policy and guides program direction, as well as take responsibility for the ways and means of accomplishing said program undertakings. The Policy Committee shall consist of the following:

- (a) The officers set forth in Article IV, Section 1.01.
- (b) No less than eleven (11) and no more than fifteen (15) members.
- (c) Up to three (3) elected members and three (3) appointed members.
- (d) Permanent members of the Policy Committee include the U.S. Coast Guard; Naval Air Station, Boca Chica; Postal Service; Southern Command; and Veterans Affairs, West Palm Beach.
- (e) The past FEB Chairperson shall serve as an ex-officio member of the Policy Committee for one year following their term of office.
- (f) The FEB's funding agency (Department of Commerce in Washington, D.C.), and the Office of Personnel Management, Director FEB Operations shall serve as honorary members of the Policy Committee, thus not counting against Policy Committee member limits.

Section 2.02. Term of Office

- (a) The term of office for the Officers and the three appointed members of the Policy Committee shall be one year concurrent with the Federal fiscal year (October 1 through September 30).
- (b) The term of office for elected members of the Policy Committee shall be three years, except that of those elected at the first election of the Policy Committee, one-third shall serve one-year terms; one-third shall serve two-year terms; and one-third shall serve three-year terms.
- (c) Members of the Policy Committee may serve an indefinite number of terms provided they are appointed and/or elected by the Board annually.
- (d) Terms of office for ex-officio and honorary members of the Policy Committee shall be for periods they otherwise hold the position and/or the designation in Article IV, section 2.01(e).

Section 2.03. Executive Staff

The Chairperson shall have a permanent staff consisting of an Executive Director and a Staff Assistant both of who shall be furnished by a department designated by the Office of Personnel Management.

Article V

Election and Removal of Policy Committee Member

Section 1.01. Election of Officers and Policy Committee Members

Elections shall be held annually at a September meeting of the Executive Board. Officers and Policy Committee members will assume their duties the first day of the month following the election.

- (a) It shall be the duty of the Chairperson to appoint a nominating committee of not less than five members who shall place in nomination one or more names for each elective office.
- (b) In order to permit full consideration of the candidates, a listing of the nominees will be transmitted to members with the notice of the meeting at which the election will be held.
- (c) After formal presentation of the nominations at the meeting, the Chairperson will provide an opportunity for additional nominations from the floor.

Section 1.02. Election by ballot

Election shall be by ballot. In all instances, the candidate receiving the greatest number of votes for an office shall be declared elected to that office. If, however, there is only one candidate for an office, the ballot may be dispensed with by unanimous consent.

Section 2.01. Resignation of an Officer or Policy Committee Member

- (a) Any Officer or Policy Committee Member may resign at any time by giving written notice to the Chairperson through the Executive Director.
- (b) A Board member's position on the Policy Committee shall be considered vacant when the member ceases to participate in Board meetings or activities for three consecutive months, except when prevented by illness or when a designated alternate empowered to commit agency resources participates in his/her absence. The Chairperson is empowered to approve exceptions to this rule.

Section 2.02. Removal of Officer or Policy Committee Member

- (a) Notwithstanding the stated terms of Office, an *appointed* Officer or Policy Committee member may be removed with or without cause by the individual or body that appointed them.
- (b) *Elected* members may be removed by a two-thirds (2/3) vote of the General Membership present for just cause. The elected member in question does not have a vote. Sufficient cause for such removal may be violation of this Constitution or

any lawful rule, practice, or procedure adopted by the Federal Executive Board or other conduct deemed by the Membership to be prejudicial to the best interest of the Board.

- (c) For removal of a Policy Committee Member, a written Motion to Remove must be submitted to the Chairperson, unless it is he/she to be removed, then the Motion to Remove must go through the next highest-ranking official of the Policy Committee.
- (d) The Motion to Remove must state the reasons and grounds for removal.
- (e) Within two weeks of receiving the Motion to Remove, the Chairperson shall exercise, at their discretion, one of the following options:
 - i. Resolve the issues contained within the Motion to Remove to the satisfaction of the author.
 - ii. Effect a change of behavior on the part of the officer or committee member in question.
 - iii. Recommend that the Motion to Remove be brought to the General Membership.
- (f) In the event that a Motion to Remove is brought to the General Membership, information must be provided to the members prior to the next membership meeting, at that meeting Board members may discuss and vote on removal.

Section 2.03. Vacancy

A vacancy in the elected officers of the Executive Board shall be filled as follows: a vacancy in the office of Chairperson shall be filled by the Vice-Chairperson; a vacancy in the office of Vice-Chairperson shall be filled by the Treasurer; a vacancy in the office of the Treasurer shall be filled by appointment of an Executive Board Member by the Policy Committee. All members so appointed will serve out the remainder of the term.

Article VI Duties of Officers

Section 1.01. Chairperson

The Chairperson shall serve as Chief Executive Officer of the Federal Executive Board. He or she shall preside at all meetings of the Executive Board, appoint all standing and special committees, call such special meetings as may be required, and act as spokesperson for the Executive Board on all occasions. The chairperson shall also function as Chairperson of the Policy Committee.

Section 1.02. Vice-Chairperson

The Vice-Chairperson shall preside at meetings in the absence of the Chairperson, and in the event of a vacancy in that office serve as Chair for the remainder of the term. The Vice-Chairperson shall also serve as a member of the Policy Committee.

Section 1.03. Treasurer

The Treasurer shall be responsible for all fiscal business and will maintain an account in the name of the Board. He/she shall arrange an annual audit of Board financial records, as well as prepare and issue an annual financial statement. In the event both the Chair and the Vice-Chair are temporarily unable to perform the functions of the Chair, the Treasurer of the Board shall act as Chair. The Treasurer shall serve as a member of the Policy Committee.

Section 1.04. Executive Director

The Executive Director shall assist in the formulation and planning of the Executive Board programs and projects; assist in providing staff support for all operating committees of the Executive Board, including attendance at committee and task force meetings; identify and analyze for the Chairperson matters requiring intercommittee coordination or clarification; maintain continuing contact with key staff members of Federal agencies; provide a continuing evaluation of the Executive Board operations, and make appropriate recommendations to the Chairperson; and assist in preparation of reports of Executive Board accomplishments.

Section 1.05. Policy Committee

The Policy Committee shall seek ways and means to undertake with diligence and serious purpose those activities in the areas of Government-wide policy implementation, service to the community, and improving the quality of the Federal Government, that will best contribute to the effectiveness and economy of government operations in South Florida and vicinity.

**Article VII
Meetings**

Section 1.01. Membership Meetings

The Chairperson will hold regular meetings of the Full Executive Board at least four (4) times each year upon notice. Special meetings of the Board will be on call by the Chairperson.

Section 1.02. Policy Committee Meetings

Regular Policy Committee meetings will be held monthly, or at the call of the Chairperson, in order to effectively accomplish the duties as outlined in Article VI, section 1.05.

Article VIII Annual Work Plan and Reports

Section 1.01. Annual Work Plan

As required by the Office of Personnel Management, the Chairperson, after consulting with the Policy Committee, and with the assistance of the Executive Director, shall prepare and submit to the Office of Personnel Management a plan of objectives for the coming fiscal year.

Section 1.02. Reports

The Chairperson, with the assistance of the Executive Director, shall prepare and submit to the Office of Personnel Management and to the Executive Board, reports and other material as required.

Article IX Parliamentary Authority

Where applicable, the rules contained in the current edition of Robert's Rules of Order, will govern the proceedings of the Full Executive Board and the Policy Committee.

Article X
Ratification and Amendments

Section 1.01. Ratification of Constitution and By-laws

This Constitution and By-laws shall become effective upon adoption by a majority of the Full Board meeting members present and voting.

Section 1.02. Amendments to the Constitution

Amendments to the Constitution and By-laws shall be referred to the Policy Committee, and upon a favorable report by that Committee, may be adopted at any regular meeting of the executive board with the concurrence of the majority of the members present and voting.

_____/s/_____
Michael L. Rhodes
SFFEB Chairperson

_____/s/_____
Jaqueline H. Arroyo
SFFEB Executive Director

These by-laws were amended on: January 17, 2002
These by-laws were ratified on: June 20, 2002